

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
 Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	PAINTER FOREMAN	5		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) PAINTER FOREMAN	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S.EMBASSY KAMPALA	a. First Subdivision ADMINISTRATIVE OFFICE
b. Second Subdivision GENERAL SERVICES OFFICE	c. Third Subdivision MAINTENANCE SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of American Supervisor Date (mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Human Resources Officer Date (mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

Assigned to Facilities Maintenance Section responsible for building and grounds maintenance repair work.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
As a working supervisor directs 8 full journeyman painters engaged in performing maintenance and repair work on structures and associated equipment of office buildings, residential quarters, and other government owned or leased properties.	

Personally performs highly skilled full journeyman work in painting trade. Receives assignments in the form of work order concerning work to be done, indicating location and scope of work to be accomplished or other instruction and assigns tasks to subordinates. Explains, interprets blue prints, schematic drawings and other guidelines/directives and gives on jobsite instructions to subordinates as needed. Painting works include;

Surface preparation and application of selected types of paints using proper standard journeyman level of practice, mix colours to arrive at the correct tone to patch paint, cleans all work area floors, including tools and equipment, covers furniture/furnishing and floor areas to assure they are protected.	50%
Responsible for periodic preventive maintenance of all building structures and systems which includes but not limited to casements door, windows, curve stones, walls, ceilings and water tanks/towers. Reviews the condition of building internal/external surface protection finish to ensure compliance with US Mission requirements and specifications. Must be familiar with basic safety requirements and practices involving tasks, tools and equipment. Maintains painting supplies, equipment tools, and work areas in good condition including general housekeeping of shop and work sites.	15%
Performs tasks in other trades as assigned. Basic non mechanical tasks unassisted as qualified by on- job training and other instruction. Provides assistance to other qualified journeymen technicians as required. Composite of multi-trade tasks including electrical, plumbing, masonry. Incumbent must be familiar with basic safety requirements and practices involving tasks, tools and equipment.	10%
Will perform incidental driving duties to transport supplies, tools/equipment and personnel to/from Warehouse stores and work sites, assigns scheduled and unscheduled work including emergency repair duties, ensures repair tasks are completed, inspected in conformity with specified accepted operation procedures (SOP) in reference to standards, quality control and customer satisfaction, assist Facilities Maintenance supervisors with personnel work performance evaluations and supplies BPA procurement system.	25%
15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE	
a. Education	
Completion of secondary school and completion of vocational training or apprenticeship recognized as producing journeyman-painting skills is required.	
b. Prior Work Experience	
One year of journeyman painting experience is required.	
c. Post Entry Training	
Embassy policies and procedures i.e. safety standards, security of tools and equipment, customer service training on how to interact with co-workers and other offices.	
d. Language Proficiency: List both English and host country language(s) by level and specialization.	
Level II English ability is required.	
e. Knowledge	
Must have full journeyman painting knowledge of established practices and procedures of the painting trade is required.	
f. Skills and Abilities	
Must be able to use tools of the trades and professionally determine the extent of damage or problem with experience it	

takes to make necessary repair or replacement recommendation. Must hold valid driving license.

16. POSITION ELEMENTS

- a. Supervision Received
Maintenance Supervisor, Facilities Maintenance Manager and General Services Officer.
- b. Available Guidelines
Oral and written instructions from the supervisor, established trade practices and procedures.
- c. Exercise of Judgment
Determine extent, nature of repairs needed and need for replacement of equipment.
- d. Authority to Make Commitments
None
- e. Nature, Level and Purpose of Contacts
Co-workers in maintenance section and US Direct Hire Americans employees.
- f. Supervision Exercised
None
- g. Time Required to Perform Full Range of Duties after Entry into the Position
52 weeks